

Jefferson City Parks,
Recreation & Forestry
and Jefferson City Public
Schools
5th Grade Basketball Packet



Winter 2016

*Department of Parks, Recreation and Forestry
427 Monroe Street
Jefferson City, Missouri
Fax (573)634-6489*

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TO: 5th Grade Basketball Coordinators and/or Physical Education Teachers
FROM: Missy Morarity, Recreation Supervisor
RE: 5th Grade Basketball Information
DATE: September 19, 2016

Enclosed you will find the Indemnification/Individual Registration form for the 5th grade basketball program, a Volunteer Coaches Application, NYSCA clinic information, a roster, a rules packet and a game administration sheet. **Please make as many copies of each as needed.**

When completed, the indemnification/registration forms need to be returned to you, then you will give them to the individual team coaches. No player should be permitted to participate in games or practices without these forms properly completed and in the possession of their coach. The information on these forms should always be accessible during games or practices in the event that a medical emergency should occur. Please do not return these forms to the Parks and Recreation Department!

The Volunteer Coach Application should also be returned to you for you to decide if you want that individual as a coach of one of your teams.

Games will be played on Tuesday and Thursday evenings at Belair, Callaway Hills, Cedar Hill, Lawson, Moreau Heights, North, Pioneer Trails, South and Thorpe Gordon elementary schools beginning in late October/early November and finishing sometime before Christmas. Each team will be scheduled for seven games. **I ask that all coordinators from these schools please reserve your gym for as many of these dates as possible, then fax, e-mail or send me a list of the dates that are not available.**

Rosters are due back in to me at the Parks and Recreation Department no later than 5 p.m., Friday, October 7, 2016.

COACHES MEETING: Wednesday, October 26, 5:30 p.m., Parks and Recreation Office, 427 Monroe Street (lower level conference room).

If you need any further information or have any questions, please feel free to call me at 634-6563 or e-mail at mmorarity@jeffcitymo.org.

Thank you. I look forward to working with you!

**JEFFERSON CITY DEPARTMENT OF PARKS AND RECREATION
AND THE JEFFERSON CITY SCHOOL DISTRICT SCHOOL
5TH GRADE BASKETBALL PROGRAM 2016**

VOLUNTEER COACH APPLICATION

Mission Statement:

"It is the mission of the Parks and Recreation Youth Sports programs to serve young players, their families and the Jefferson City community at large by providing fun, safe and enjoyable youth sports experiences by recognizing each player's physical and emotional well-being, by teaching skills development, by treating them with respect and dignity, by encouraging positive parent involvement and by enriching young lives with meaningful recreation and socialization."

Program Objectives:

The Jefferson City Parks and Recreation Department and the Jefferson City School District has established the following objectives for its youth sports program. It is our hope, our goal, and our responsibility to see that youth sports will be approached by all concerned as programs which will:

- 1) provide enjoyment for the participants, coaches, and parents;
- 2) contribute to the mental, emotional, physical, and social development of the children;
- 3) foster character by teaching participants how to win and how to accept defeat, while continually placing emphasis on fair play and fun;
- 4) provide an opportunity for parents and children to participate in a common leisure interest;
- 5) provide all children, regardless of skill level, the right to participate as a child with competent, caring adult leadership and guidance;
- 6) treat all children with dignity;
- 7) provide adults with an opportunity to teach children the importance of sportsmanship, mature behavior, and the fun of participation in sports.

Program Explanation/Sponsors responsibilities:

As a program participant, it is important that you understand the responsibilities of each of the program sponsors.

Parks and Recreation provides assistance with registration materials; prepares all league schedules; offers coaches training; conducts pre-season coach's orientation and administers all games; provides games site for outdoor sports, game equipment, personnel and officials necessary to provide a positive, enjoyable learning experience for all involved.

The schools organize the registration procedure, set cut-off registration dates to give school coordinators time to secure the necessary volunteer staff needed for the program; prepare and mail rosters; communicate directly with players and parents; enforce school eligibility rules; recruit and instruct volunteer coaches; distribute and review program sports packets, provide practice facilities and equipment for all of their teams; provide game uniforms, monitor the behavior of and instruct youth sports teachers and players as appropriate to insure that the program is meeting its objectives; provide games facilities for indoor sports, and provide supervision of all game sites.

The Role of Volunteer Coaches:

You have graciously volunteered to assist with a youth sports program offered and conducted by Parks and Recreation and the Jefferson City School District and we appreciate your willingness to help.

As a volunteer coach it is imperative that you understand our expectations for this position, in effect, your job description. This begins with the explanation that these programs are designed to provide all participants with an opportunity for fun and success; an occasion for youngsters to improve their physical fitness, their social talents, and their attitudes toward exercise and sports while developing skills. These programs, as all programs offered by the schools, must be a positive learning experience for all children who wish to participate.

You, therefore, assuming that your application is accepted, will be a Teacher! As with all teachers, the expectations are demanding. If you are good at instructing sports skills and the children perceive you to be a fair person, they will respect you greatly. You have a wonderful opportunity to enrich their lives by setting an example of sportsmanship and personal integrity.

Your job is to instruct, guide, direct, and assist youngsters in developing skills and enjoying the sport; to help the youngsters grow, mature, and develop a healthy attitude toward recreation and sports; and to foster an atmosphere of mutual respect with the dignity and self-esteem of the children as the highest priority.

It is expected that you will provide safe, well-organized practice sessions (classes); that you will communicate constructively with the youngsters and their parents; that you will effectively teach the fundamental skills of your sport; that you will know and abide by all league rules; that you will respect game officials and provide a positive example of sportsmanship for your team; that you will properly care for all equipment and return it in good condition immediately after the season, and that you will remain drug alcohol, and tobacco free at any and all activities involving your team and will assure that your assistants do the same.

Teaching is a hard job! The children are watching all the time. We cannot let them down.

Have you ever been convicted of a crime other than a minor traffic violation? Yes No

If yes, please explain (attached additional sheet if necessary)

Agreement:

As a prospective volunteer staff member responsible for teaching youth sports and all it involves, I understand my role as described herein, the nature of the program and its objectives. I pledge to fully comply with the expectations of the Departments of Parks and Recreation and the Jefferson City School District and agree to willingly relinquish this position if Program Supervisors, Extramural Coordinators, or Physical Education teachers feel that my performance does not meet these requirements.

Volunteer Coach Applicant

Date

Application Accepted by:

School Program Coordinator

Date

"PLEASE RETURN TO THE SCHOOL PROGRAM COORDINATOR"

**JEFFERSON CITY PARKS AND RECREATION/ELEMENTARY SCHOOLS
REGISTRATION/INDEMNIFICATION FORM FOR
5TH GRADE BASKETBALL 2016**

(This form must be returned to your school's office)

Participant Name (Last, First, Middle):		
School:	Player _____	Height: _____ feet _____ inches
wishes to participate in: • Boys 5th grade basketball program; Tuesdays and/or Thursdays at various elementary school gymnasiums • Girls 5th grade basketball program; Tuesdays and/or Thursdays at various elementary school gymnasiums		
Has your child played basketball before? Yes No # of years: _____		
Is your child playing in a competitive league? Yes No League: _____		
Are you interested in coaching for your child's team? Yes or No		
Parent(s) Name:		
Address (Street, City, Zip code):		
Phone Numbers:	Day: _____	Evening: _____
E-Mail:		

Games will begin in early November. Practices will be held at the discretion of the Coaches.

INDEMNIFICATION BY GUARDIAN OF PARTICIPANT

The undersigned guardian of _____ agrees to save and indemnify the Department of Parks, Recreation and Forestry and it's personnel, coaches and the sponsor of the youth sport team against any and all liability, claims, judgments, or demands for damages arising as a result of injuries sustained while participating in Parks and Recreation programs. The undersigned guardians further acknowledge the inherent risks of participation in sports and recognize that injuries, some serious, can and do occur as a result of such participation.

TREATMENT AUTHORIZATION

The undersigned guardian(s) certify that _____ is free from communicable diseases and fit for full participation in sports. The undersigned guardian(s) hereby grant consent for all medical care prescribed by a duly licensed physician for the participant. This care may be given under whatever conditions are necessary to preserve the life, limb, or well-being of the participant.

Physician: _____

Phone Number: _____

Hospital Preference: _____

EMERGENCY CONTACT PERSON

In the event that you are unable to be reached in an emergency, who would you like the coaching staff or hospital to contact?

Name:	
Relation to participant:	
Phone number:	

RECOGNIZED MEDICAL CONDITIONS

Does your child have any medical conditions that the coaching staff should know about (allergies, asthma, cardiovascular deficiency is he/she allergic to any medications, is he/she using any medications that may affect performance)?

As the parent/guardian of the participant, I understand that due to the inherent nature of football and softball, physical contact will occur and physical injury may occur while participating in the 5th grade Basketball Program.

Signature of parent or guardian:	Date:
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"THANK YOU FOR TAKING TIME TO HELP US INSURE YOUR CHILD'S SAFETY!"

"This Form must Be Returned to Your School's Office
Please Do Not Bring this Form to the Parks and Recreation Office!"

**5th GRADE BASKETBALL
NYSCA COACHES CERTIFICATION
CLINIC INFORMATION**

It is not mandatory, but we highly recommend that all basketball coaches be certified through the National Youth Sports Coaches Association (NYSCA). Youth sports can and should be a fun, positive experience for the children as well as the parents. We feel training and education of volunteer coaches and parents are an important part of youth sports. There are times when coaches with good intentions get caught up in the competition of the sporting events and the event becomes more important than the child. Your coach can receive their certification on-line:

On-Line Clinic

https://www.nays.org/nyscaonlineclinics_secure/

Uncertified coaches must complete both the first year certification and the sports specific portion of the clinic. Coaches certified through NYSCA in another sport need only complete the sport specific portion.

The objective of NYSCA clinics is to make the volunteer coach aware of his/her responsibilities in the psychological needs of children, safety, conditioning, practice organization, and teaching proper techniques. The first year certification fee is \$25 (due at registration) and includes \$1,000,000 Excess Liability Insurance Coverage, Membership Card, and four issues of Youth Sports Journal. There is no charge for completing the sport specific portion only.

Coaches already certified who wish to continue their membership and qualify for the **NYSCA Continuing Education Program** do not have to attend/complete additional clinics. All that is required is that those coaches re-sign (form should be mailed direct to the coach) and comply with the Coaches' Code of Ethics Pledge and pay the \$20 fee. Those NYSCA members receive \$2,000,000 Excess Liability Insurance Coverage, \$250,000 Excess Accident/Medical Insurance (\$50 deductible for injuries sustained while coaching), Membership Card, four additional issues of Youth Sports Journal, and cost saving programs from NYSCA corporate sponsors for another year.

For more information concerning NYSCA certification, please call the Parks and Recreation office.

JEFFERSON CITY PARKS AND RECREATION/ELEMENTARY SCHOOLS 5TH GRADE BASKETBALL RULES 2016

COACHES MEETING

There will be a rules meeting for all coaches of the 5th grade basketball program on **Wednesday, October 26, 5:30 p.m.**, Parks and Recreation Office, 427 Monroe Street (lower level conference room).

ELIGIBILITY

1. Each Athletic Director and coach is responsible for the eligibility of his/her team members. Each roster should consist of at least 8 players and should be limited to 12 players. Each school should divide the number of players wanting to play by 12 to determine the number of teams they will have. Each school's Athletic Director is responsible for team roster information.
2. Players must play in the grade in which they are enrolled unless special permission is granted by the Parks and Recreation Department.
3. All individual school rules governing eligibility are in effect and coaches are expected to cooperate with the administration in enforcing these policies.
4. No player may play on more than one team.
5. **All players must have equal playing time** (unless disciplinary action is needed - parents need to be informed).

UNIFORMS & EQUIPMENT

1. Players of each team must be dressed in shirts of the same color with a minimum 4" number on either the front or back, preferably both. Gym shorts are recommended. Uniform shirts/vests will be provided by the schools.
2. Players must wear tennis shoes--soft soled street shoes are not permitted.
3. No wet or muddy shoes will be allowed (if necessary, players should carry their shoes into the gym).
4. Parks and Recreation will provide the game ball, which will be a regulation size women's basketball of 28½ " to 29" in circumference (instead of a 28" junior size basketball).
5. Players with casts/braces, no matter how well padded, will not be permitted to play. Headgear and jewelry, including earrings, are prohibited.

SCHEDULING

1. Each team will be scheduled for **seven games**. Canceled games will not be rescheduled.
2. Games will begin in early November and end prior to Christmas Break.
3. Games will be played on Tuesdays and Thursdays. Teams will play one or two games a week. No team is assured the privilege of playing any games at a particular site.
4. Games will be played at Belair, Callaway Hills, Cedar Hill, Lawson, Moreau Heights, North, Pioneer Trail, South and Thorpe Gordon Elementary Schools.
5. For information on cancellations due to adverse weather conditions please call the **Parks and Recreation ACTIVITIES HOTLINE at 634-6485 ext. 4**. The hotline will be updated after 4 p.m. on Tuesdays and Thursdays. The hotline will also be updated throughout the evening, if necessary.

PRACTICES

1. No coach may require players to attend more than two practices in any Sunday-to-Saturday period.
2. The beginning practice date for this program is at the discretion of each school's athletic

- director or principal.
3. Please see your school officials concerning practice facilities and equipment.

GAME ADMINISTRATION

1. Game officials will keep time with stopwatches.
2. Each team is required to provide one volunteer to keep track of alternating possessions, team and personal fouls, and timeouts. A game administration form (attached) will be provided. Coaches, please find and instruct the volunteers in advance so they are ready to begin at the scheduled game time!
3. Coaches are asked to complete a game administration form prior to each game listing all team players and their shirt numbers.

PROTESTS

1. Protests will **not** be considered. This program is designed to emphasize skill development and fun. No scores or standings will be kept therefore no awards will be presented.

SMOKING AND ALCOHOL

1. Parks and Recreation and the schools are asking that parents help set a healthful example for the children. Please do not smoke at the game or practice site of any youth activity.
2. Alcoholic beverages are not permitted. Fans or coaches under the influence of alcohol or in possession thereof will be asked to leave the premises immediately. Failure to do so, even if the offender is a fan, will result in termination of the game. Coaches are reminded that they are responsible for the conduct of their team's fans.

PARTICIPANT BLEEDING/BLOOD ON A UNIFORM:

In youth basketball a player or coach who is bleeding or who has blood on his/her person or clothing shall be prohibited from participating further in the game until appropriate treatment, including bandaging as necessary to prevent recurrence, has been administered. If medical care is needed, the player must leave the game until the problem situation has been resolved! A 70% isopropyl alcohol solution must be used to disinfect the skin and uniforms. All infected areas must be thoroughly cleaned before this individual is allowed to continue participating in a game or practice. This may require that the player remove affected clothing and replace it in order to be able to continue participating in the event!

GAME PROCEDURE

1. All games will be played according to the official rules of high school basketball except as stipulated herein. (A copy of the high school rule book is available by writing MSHSAA, P.O. Box 1328, Columbia, MO 65205 or calling them at 573-875-4880). They have the detailed and the illustrated versions.
2. **Games will consist of five nine-minute periods with a continuous clock.** One minute will be allowed between periods. There will be no "halftime" break.
3. Each team will be permitted TWO timeouts per game, during which the clock will be stopped.
4. The one-and-one bonus goes into effect on the FOURTH team foul of each period.
5. Free throws will be shot from the bottom of the circle, the broken line, approximately nine feet from the basket. Players can leave when the ball hits the rim. Officials will be instructed to remind the coaches of this rule before each game!
6. Since free throws are shot from the broken line, the 5 second violation for this league is applicable from that point down. It is not a violation if a player is standing inside the circle within the normal free throw lane.
7. Rosters are limited to 12 players, each of whom **MUST** play two full periods in each game

(these periods do not have to be back to back). Each player must play the entire period in which they start. NO substitutions are allowed during a period unless a player fouls out, is injured or exhausted. ***Remember, this is a skill development/fun program. Please help us meet our objectives by abiding by this rule!!***

8. A team may substitute freely only after all players have played their two full periods.
9. The penalty for attempting to illegally substitute will be a technical foul and removal of the substitute for the remainder of the game.
10. Teams will shoot at the same basket the first three periods and the opposite basket the last two periods.
11. Alternating possession will be played on tie balls after the opening jump ball.
12. Absolutely NO defense is allowed in the back court at any time (no full court press, no attempt to hinder the offensive advancement of the ball until the ball reaches the half-court line, and no attempt to steal an inbound pass in the back court). PENALTY: 1st offense --a warning is given and the ball is taken out of bounds; 2nd and repeated offenses--technical foul, two free throws and the ball out of bounds at half court.
13. Players and coaches are expected to conduct themselves appropriately. Profane or abusive language will be cause for immediate ejection. All ejections for unsportsmanlike conduct will also be penalized by suspension from attendance at the team's next regularly scheduled game. If the ejected player or coach continues with unsportsmanlike conduct the game will be terminated. Failure to abide by the objective of the program will result in disciplinary actions and possible removal from the program!
14. The bench conduct rule is in effect as follows--coaches may leave their seat only to applaud a good play, call timeout, replace an injured or disqualified player, or attend to an injured player after being beckoned by an official. Coaches off their seat at any other time, or if in the opinion of the officials, is thought to be taking advantage of this rule will be assessed a technical foul.
15. Coaches or participants may not "officiate" games from the bench by yelling calls such as foul, traveling, 5-seconds in the lane, etc. Verbal abuse or harassment of opponents will not be tolerated. Players should be taught to encourage teammates and not to criticize opponents or officials. Officials have the authority to eject repeat offenders of this provision from the game. Coaches are ultimately responsible for the conduct of players/assistant coaches/fans.
16. Coaches, please have your teams warm up at the opposite end of the floor from your team's bench so that in the fourth period when the teams switch baskets, your team will play offense in front of your bench for the last two periods.

Sample methods for playing with:

12 players (Players will be considered 1-12. Simply substitute players name for the number)

Period 1: Players 1, 2, 3, 4, 5

Period 2: Players 6, 7, 8, 9, 10

Period 3: Players 11, 12, 1, 2, 3

Period 4: Players 4, 5, 6, 7, 8

Period 5: Players 9, 10, 11, 12, your choice of players 1-8

As you can see the fifth player for period five can be any of the first eight players who have already played. Players 9, 10, 11, 12 will need to play the entire fifth period, but the fifth player may be substituted for freely.

11 Players

Period 1: Players 1, 2, 3, 4, 5

Period 2: Players 6, 7, 8, 9, 10

Period 3: Players 11, 1, 2, 3, 4

Period 4: Players 5, 6, 7, 8, 9

Period 5: Players 10, 11, 3 players--your choice of players 1-9

For period 5, players 10 & 11 must play the entire period, but the other three players can be substituted for freely during the fifth period.

10 Players

Period 1: Players 1, 2, 3, 4, 5

Period 2: Players 6, 7, 8, 9, 10

Period 3: Players 1, 2, 3, 4, 5

Period 4: Players 6, 7, 8, 9, 10

Period 5: Your choice of players 1-10

For the fifth period, you have the choice to use any of your players and you can substitute freely.

(Coaches do not have to use these methods. They are only suggestions.)

JEFFERSON CITY PARKS AND RECREATION YOUTH BASKETBALL 5TH GRADE GAME ADMINISTRATION SHEET

TEAM _____ TEAM COLOR _____

COACH _____ STATISTICIAN _____

When an official reports a foul to the statistician table, you will need to record the foul in the section marked "Personal Foul" for that player. You must also record it as a foul against that team for the period. In the section marked "Periods Played" you must have five numbers marked per vertical row of numbered periods. Each marks in a vertical column represents the five participants who played in that particular period.

Participant # & Name		Personal Fouls					Periods Played					
#		1	2	3	4	5	1	2	3	4	5	6
#		1	2	3	4	5	1	2	3	4	5	6
#		1	2	3	4	5	1	2	3	4	5	6
#		1	2	3	4	5	1	2	3	4	5	6
#		1	2	3	4	5	1	2	3	4	5	6
#		1	2	3	4	5	1	2	3	4	5	6
#		1	2	3	4	5	1	2	3	4	5	6
#		1	2	3	4	5	1	2	3	4	5	6
#		1	2	3	4	5	1	2	3	4	5	6
#		1	2	3	4	5	1	2	3	4	5	6
#		1	2	3	4	5	1	2	3	4	5	6
#		1	2	3	4	5	1	2	3	4	5	6
#		1	2	3	4	5	1	2	3	4	5	6
#		1	2	3	4	5	1	2	3	4	5	6

**The Participants Are Disqualified on the 5th Recorded Personal Foul
and Each Participant must Play Two Periods (Barring Injuries)**

TEAM FOULS:				(Inform the Officials at this Point)
Period # 1:	1	2	3	shooting bonus shot "one and one"
Period # 2:	1	2	3	shooting bonus shot "one and one"
Period # 3:	1	2	3	shooting bonus shot "one and one"
Period # 4:	1	2	3	shooting bonus shot "one and one"
Period # 5:	1	2	3	shooting bonus shot "one and one"
Period # 6:	1	2	3	shooting bonus shot "one and one"

TEAM TIMEOUTS: 1 2 (Each team is permitted two timeouts per game)

BACK COURT DEFENSE: Warning

THANK YOU FOR VOLUNTEERING!

**JEFFERSON CITY PARKS AND RECREATION
5th GRADE BASKETBALL ROSTER 2016**

School	_____	Boys	or	Girls
Team Name	_____	Shirt Color	_____	
Head Coach	_____	Cell Phone	_____	
Full Address	E-Mail _____			
Home Phone	_____	Work Phone	_____	

PLAYERS:

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____
7. _____	8. _____
9. _____	10. _____
11. _____	12. _____

Coaches are strongly encouraged to get the Parental Permission/Indemnification Form in their possession before allowing the players to participate in any game or practice.

Program Coordinators must return their roster(s) to the Parks and Recreation Department
no later than 5 p.m., Friday, October 7, 2016.

Rosters may be dropped off or mailed to:
Jefferson City Parks & Recreation, 427 Monroe St., Jefferson City, MO 65101
-OR- fax to: (573)634-6489

You may email a roster to mmorarity@jeffcitymo.org as long as
it contains this same information.
(Calling to give roster/team information is not acceptable)

THANKS! HAVE A GREAT SEASON!